

Allocations Committee



Larry Stähli, Chair

Wednesday, June 7, 2006
3:00 pm to 5:00 pm
Public Health
4041 North Central Avenue, Phoenix
Joshua Room

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Meeting Minutes

Attended: Maclovía Zepeda, Marc Allan, Randall Furrow, Stephen O'Dell
Alternates: Philip Seeger for Debby Elliott
Excused: Larry Stähli, Mark Kezios, Michelle Barker
Absent: John Zielinski
Guests: Cheri Tomlinson, Kevin McNeal, Michael Bryson, Rosie Casillas-Nuñez

All of the documents discussed below are available from Planning Council Support.

Welcome, introductions and declarations of any conflicts-of-interest

Marc Allan called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

Determination of quorum

Marc Allan determined that quorum was established, with six of nine members present at 3:15 pm.

Review and approval of the minutes for the May 3, 2006, meeting

MOTION: Stephen O'Dell moved to accept the document. Philip Seeger seconded.

DISCUSSION: None.

OUTCOME: The motion passed.

Administrative Agent update

Kevin McNeal reported that his office is working on the Requests for Proposals (RFPs) from services providers for the funds recently allocated through carry-over requests. They are complying with a HRSA request for additional information on that request. Marc Allan asked for any knowledge in the changes to the Title II formulary, but these questions were deferred to the Planning Council meeting where it will be discussed. Randall Furrow requested an investigation of how consumers may speak with pharmacy staff rather than be dropped into the voicemail system.

MEETING MINUTES *continued*

Action Item	Responsible	Due
Investigate complaints about telephone availability of pharmacy staff	Administrative Agent	7/5/06

Committee Chair update

None.

Allocations Committee Policies and Procedures

The committee reviewed the Allocations Committee's Policies and Procedures for revisions suggested by the Rules Committee. Michael Bryson of Planning Council Support (PCS) relayed the Rules Committee's concerns about the committee's role in oversight of Priority Setting and Resource Allocation. Specifically, Rules Chair Eric Moore requested clarification of the authority of the Allocations Committee to make recommendations on prioritization of service categories and funding allocations. He requested that the Executive Committee confirm that these tasks are within their authority, since they are not identified in the Bylaws.

The Allocations Committee discussed the Rules Committee's concerns that specific dollar recommendations may unduly influence the recent change in the allocations process that now involves the entire Council rather than this committee alone. PCS said the Administrative Agent has advised the committee that their office should not provide funding recommendations since that is a responsibility of the Planning Council. To enhance the decision-making process used last year, PCS is developing data presentations that are interactive to help the *entire* Council formulate directives and build a consensus for funding amounts for the PSRA session. Michael Bryson suggested the committee postpone discussion of the committee's role in recommendations until the improved process could be explained the next day at the Planning Council meeting.

MOTION: Philip Seeger moved to table this discussion awaiting clarification. Stephen O'Dell seconded.

DISCUSSION: Stephen O'Dell said deleting sections that may not need to be erased would require unnecessary re-editing.

OUTCOME: The motion passed.

Discussion regarding data presentation sessions for the 2007 priority setting and resource allocations process

The committee discussed the data presentation sessions to be conducted for the 2007 priority setting and resource allocation process. They compared the prior methods of how allocations had occurred with the planned process for this year. Some members were unclear about the role of the Community Planning & Assessment Committee and how it relates to Allocations' role in the PSRA. Michael Bryson said that Planning Council Support is seeking feedback about oversight of the process, and although it may have been specifically omitted in the Bylaws, this committee is charged with that task.

MEETING MINUTES *continued*

Julie Young outlined her work in analyzing client utilization data through the CAREWare databases of service providers. She told the committee that this may be the most detailed data ever presented on the services used in the EMA.

Stephen O'Dell reported on the work of an ad hoc workgroup that met to discuss how to make PSRA more interactive and mindful of what the data presentations mean. The committee agreed by consensus to table this discussion until PCS could present the revised process for this year's PSRA at the next day's Planning Council meeting. Pending the outcome of that presentation, the committee would reschedule the next meeting to permit a review of the Policies & Procedures by the Executive Committee.

Review of action items and determination of agenda items for the next meeting

The committee reviewed the action items determined during this meeting, and discussed possible agenda items for the next meeting:

- **Allocations Committee Policies and Procedures**

Current events summaries

Randall Furrow invited all to the next Membership Committee meeting. He also announced that the Intertribal Council of Arizona will be co-sponsoring a national conference on August 13-15 for skills-building on HIV prevention issues.

Call to the public

Cheri Tomlinson announced:

- Title II is recruiting two part-time outreach specialists and a peer educator at the clinic.
- Titles I, III, and IV will soon undergo Operational Performance Reviews (OPR). These HRSA evaluations are conducted to monitor financial issues, clinical indicators and outcomes.
- MIHS and every other Title III program nationwide received a 2.5% reduction in funds awarded that is retroactively back-dated to January 1, 2006.
- Title III application, though due in May, has been delayed. They must compete this year.

Adjourn

The meeting adjourned at 4:46 p.m.

Next meeting of the committee: Wednesday, July 5, 2006. The Allocations Committee generally meets on the first Wednesday of each month.